Thank you for evaluating applications submitted to the Missouri Charter Public School Commission. These are instructions on how to use Epicenter to read applications and post your reviews.

Epicenter is an online application and compliance tool used by charter school authorizers and districts. In addition to application reviews, this tool tracks compliance of sponsored schools. Read more about Epicenter at: http://epicenternow.org/

SIGNING ON TO EPICENTER

You should have received an email from Epicenter instructing you on how to establish your Username and Password. If you did not get this email, please contact Commission staff.

Once you have your Username and Password, you will want to set up a bookmark for Epicnenter. The URL is: http://my.epicenternow.org

To sign in, simply add your username and password and click the **"Sign In"** button.
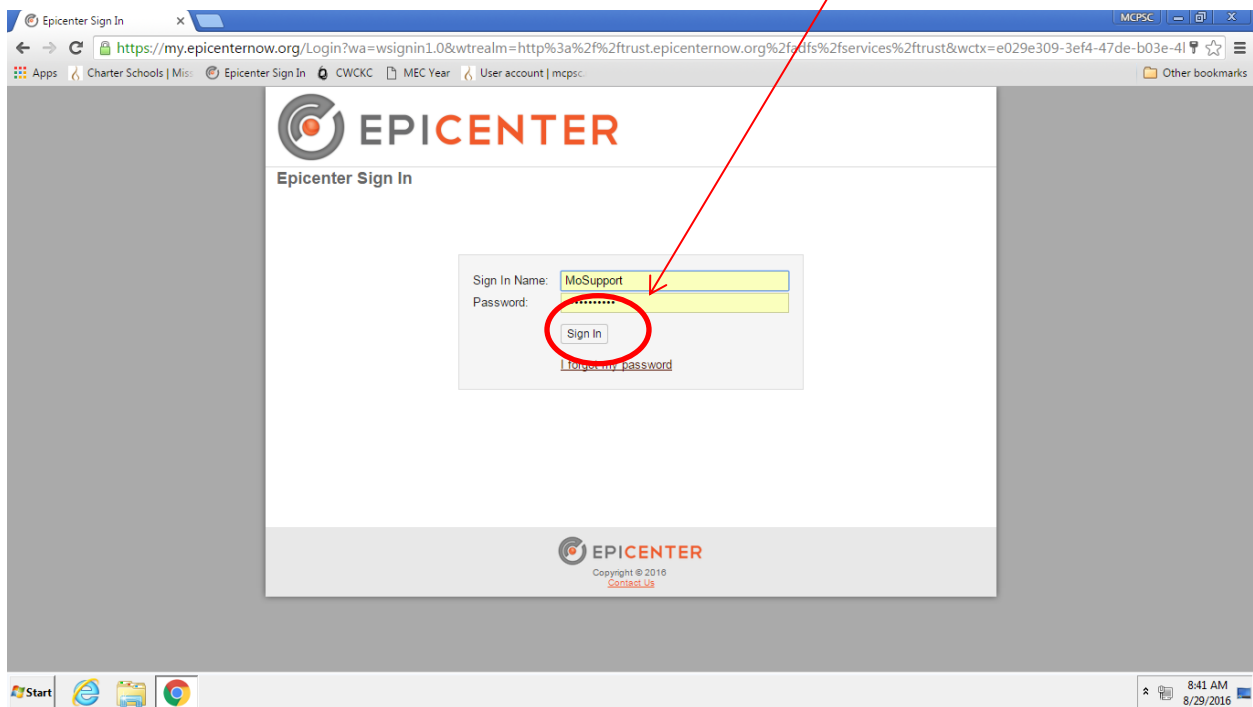
Sometimes users will get an error page because your computer is going back to a previous time you signed in (see screen shot below.) If you get something like the page below, **replace the address** with: http://my.epicenternow.org. You should then see the sign in page, (pictured on page 1.)
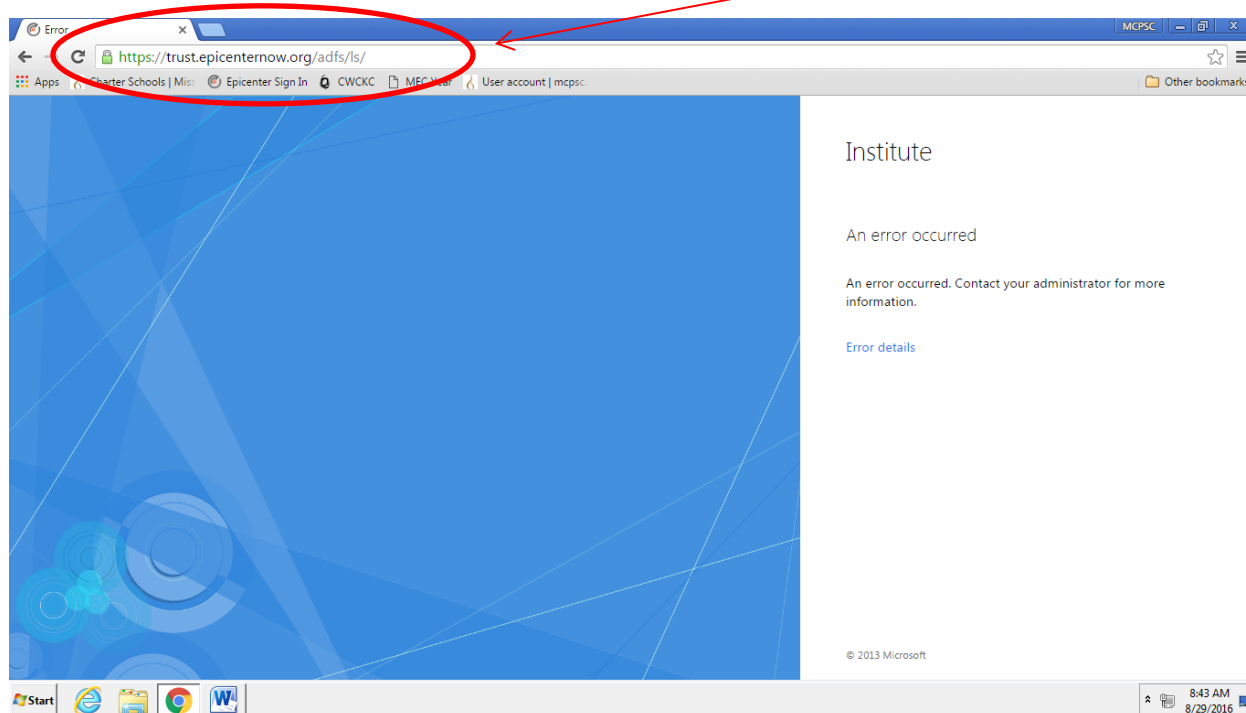
REVIEWING USING TASKS

External reviewers will get a tasks in their queue to alert them that an application has been submitted for their review. You will see your **tasks** on the left hand side of the screen. This reviewer has 26 in queue and one of them is new. You see two other links, School Center and Document Center. Let's begin by clicking "**Tasks in Queue**."
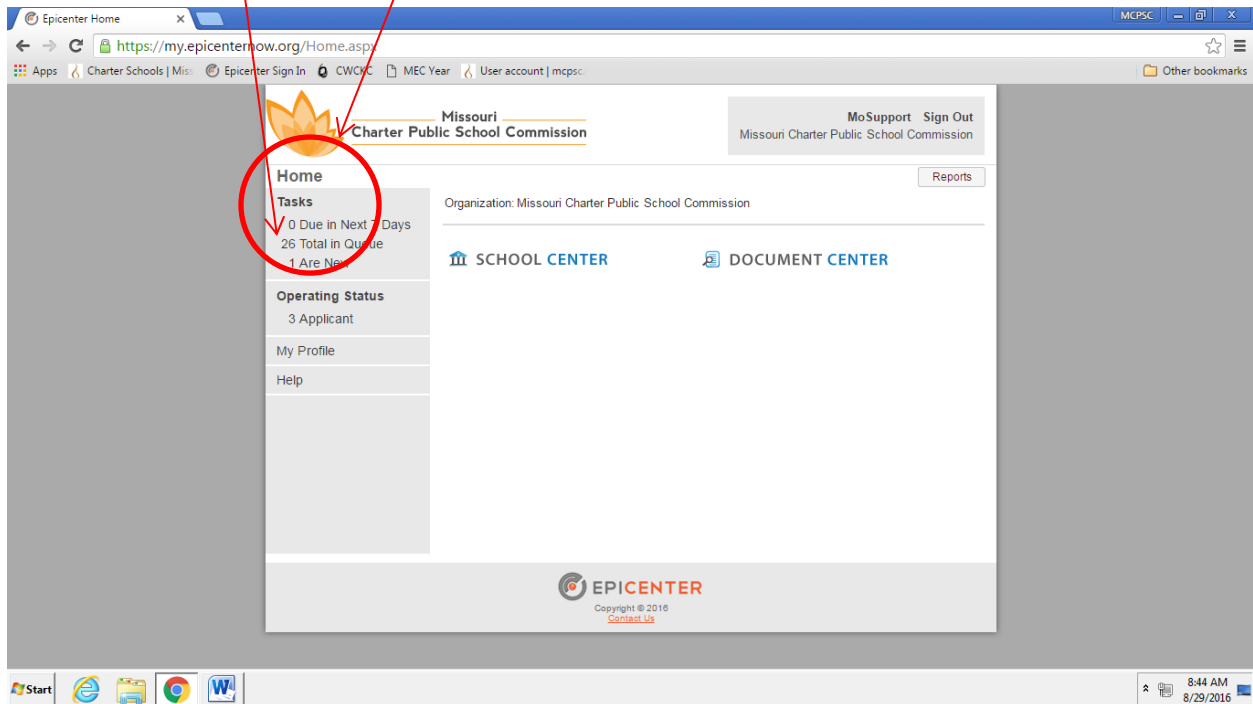
You will now see a list of all of the submissions – for all the applicantions – you have been tasked to review. Submissions are the individual sections of the application.

On the left side, you see the a description of each **submission**. In the middle, you see the name of the **school (applicant.)** On the right, is the submission type (in this case, one that is required to be in compliance with our standards), along with the **date** it was submitted by the applicant.

I want to draw your attention to the **Help** button. This is very handy! Don't be afraid to click it! (You can always email Commission staff for help, too!)

Clicking on a submission link brings up the details for that submission. Let's look at the top, middle and and the bottom of this submission detail.

The top tells us the **name of the submission** (this one is A.4 School Calendar and Daily Schedule). It tells us the **school name** and shows us the **instructions** given to the applicant. You can see what the applicant sees: instructions and a **PDF** of the submission requirements for this section.

Now to the middle. Here you can see **who submitted** the section and **what was submitted** by the applicant.

By clicking on the **submission file** (in this case A.4 School Calendar and Daily Schedule 2016-17.pdf), a PDF will be automatically downloaded. By clicking on the downloaded PDF, the submission will open. (See page 7 for example.)
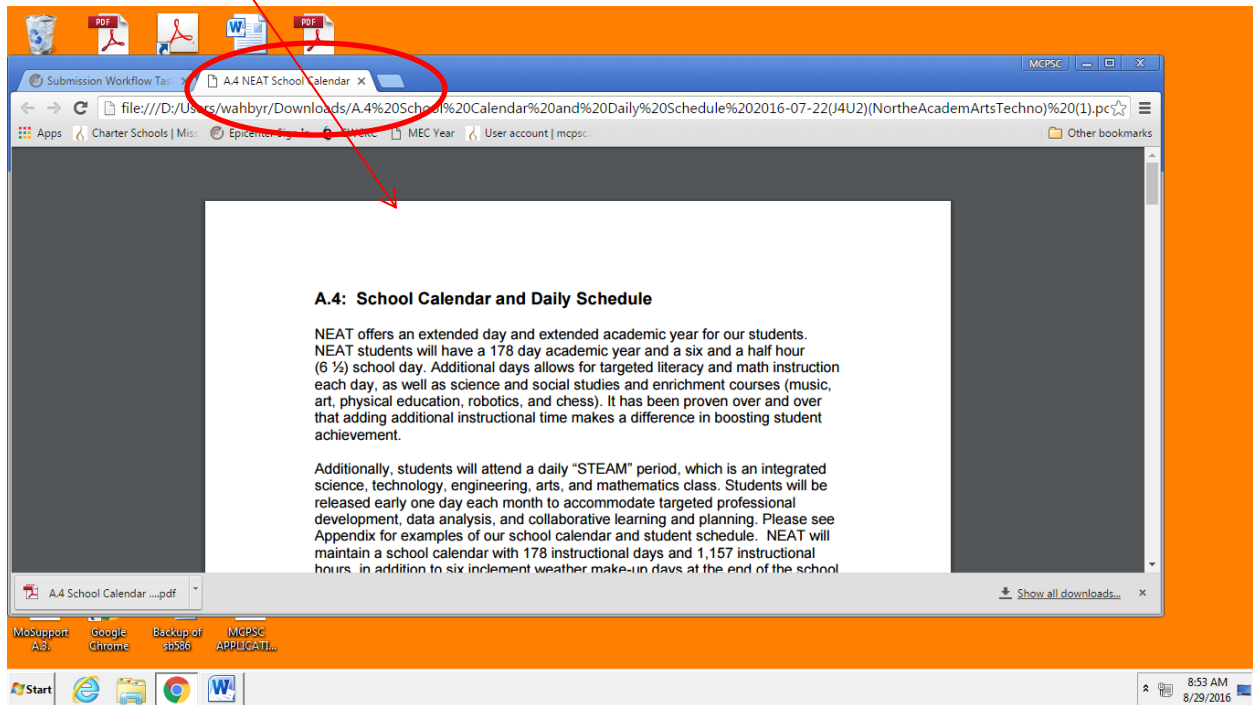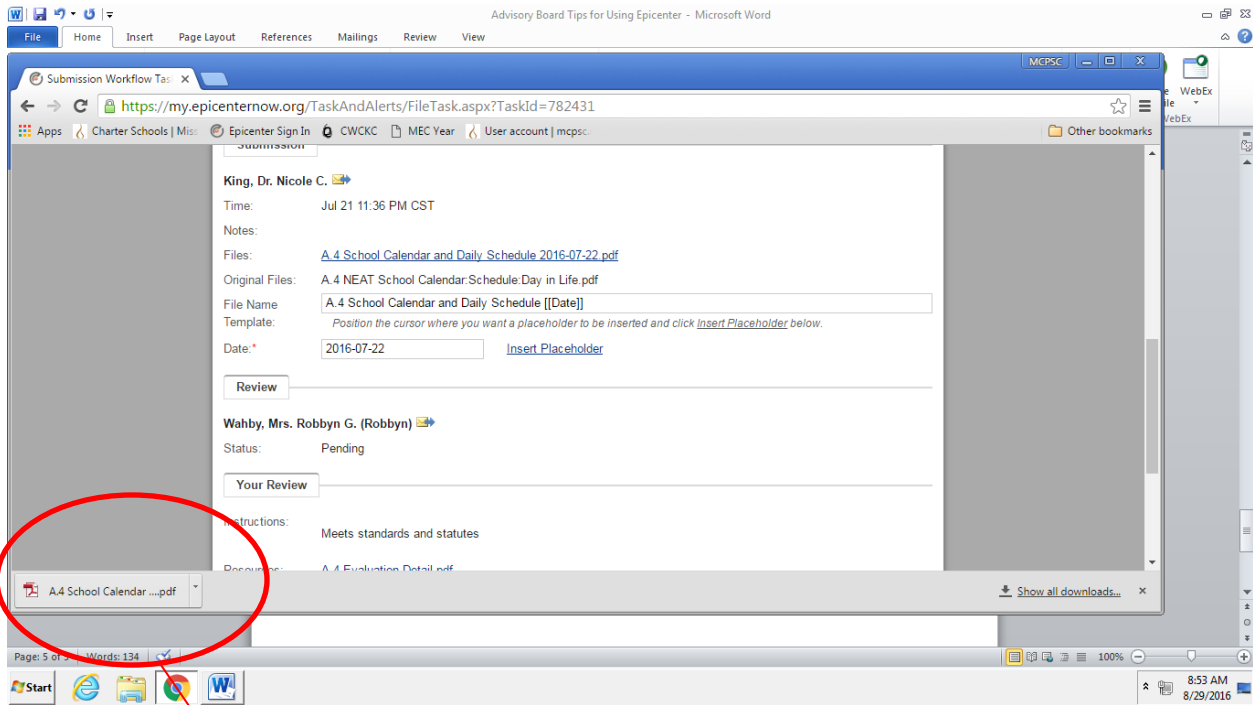
At the bottom of the detail you will see two resources for your use: **Evaluation Details** (a blank, fillable PDF for your notes) and the **criteria to evaluate the particular section**. As we did above, simply click on the links and the PDFs will **automatically download**.
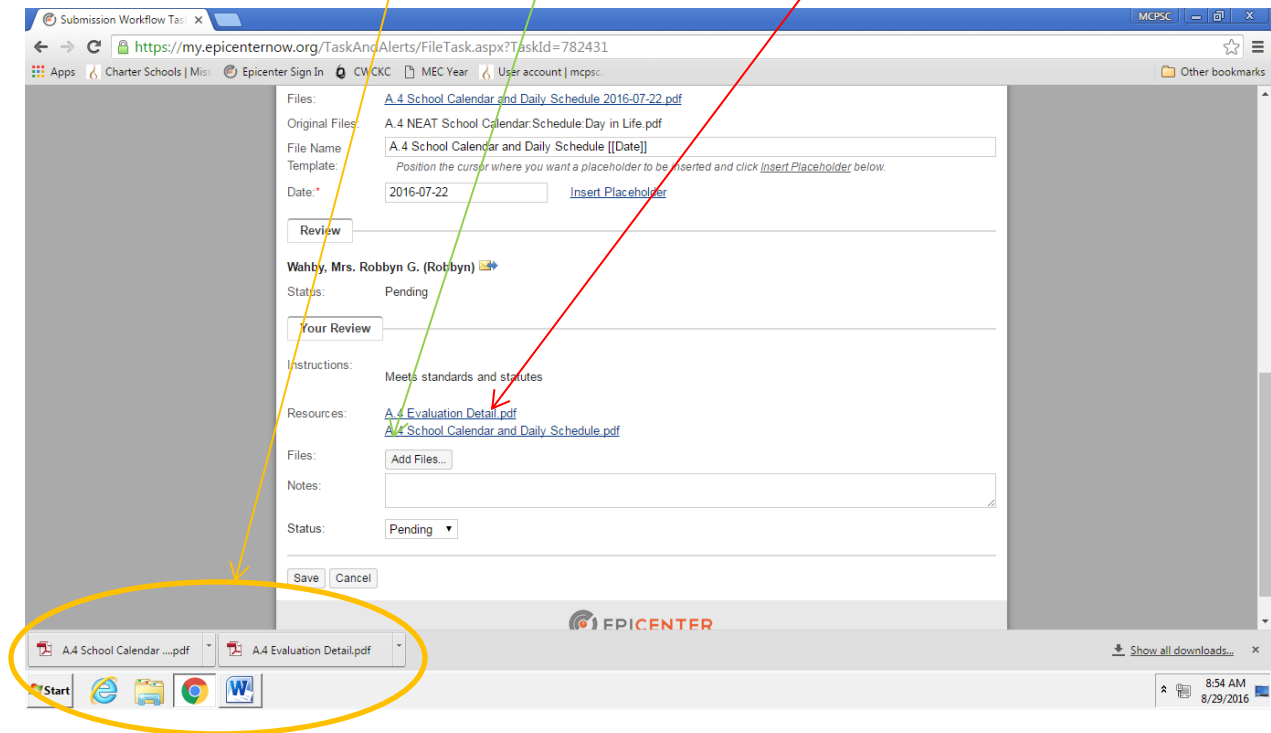
EVALUATION DETAIL

When you open the Evaluation Detail PDF you will see a few fillable boxes. In the upper, right corner is a box where you add the **NAME OF THE SCHOOL**. In the center you see two boxes, one for comments about the **strenghts of the application**, the other about **concens or questions**. At the bottom, left side there is a box where you **add YOUR name**. There are also check boxes you can select: meets standard, particially meets standard, does not meet standard.

Once you have completed your review of a section, **SAVE your PDF on your computer!!!**

HINT: I set up a folder on my desktop where I save these files. You may wish to use some naming code for yourself, such as naming the file the number of the submission & the initials of the school (ex: A4NEAT.)

Upload your completed **evaluation** to the same section. You do this by returning to the submission detail page and click the button **"Add Files."** (*HINT: If you feel lost and not sure how to return to this page, you can find the submission you are revieiwing by 1) returning HOME by clicking on the word Home – see upper left corner – and 2) by clicking on Task in Queue.*)
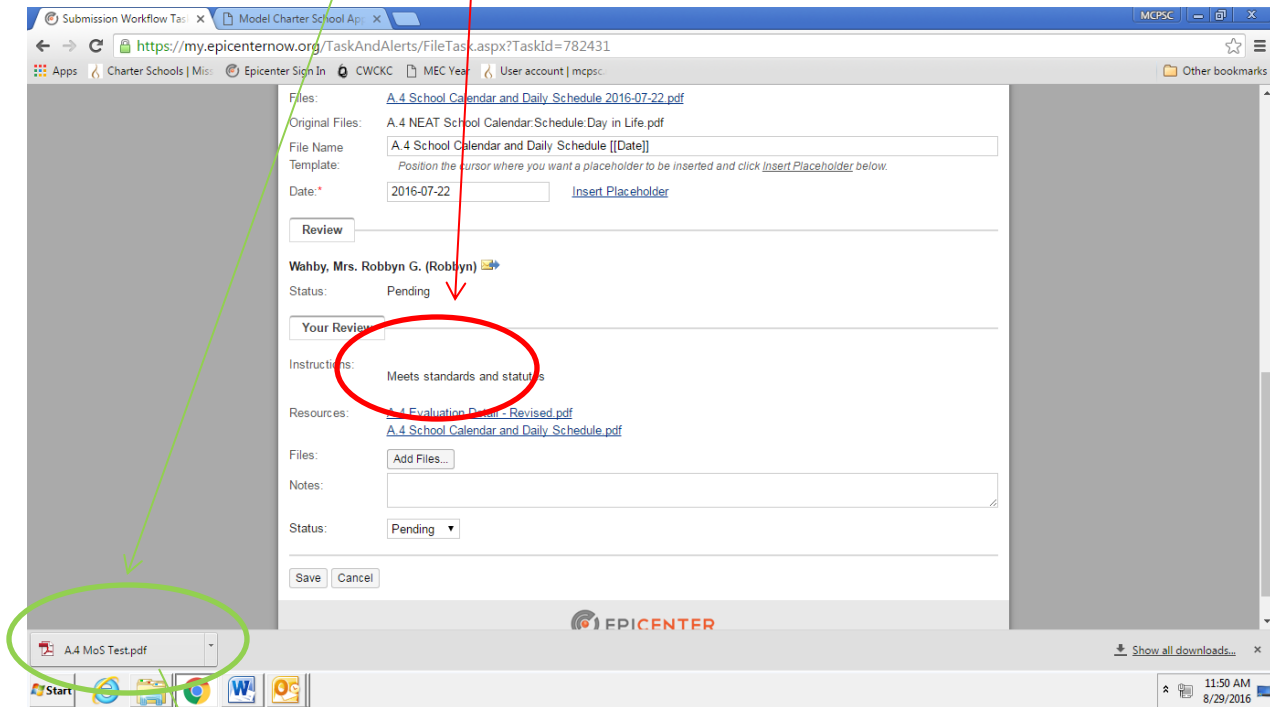
When you click on "Add Files," it opens up your computer's directory. You simply click on the file you saved and it will **upload**.
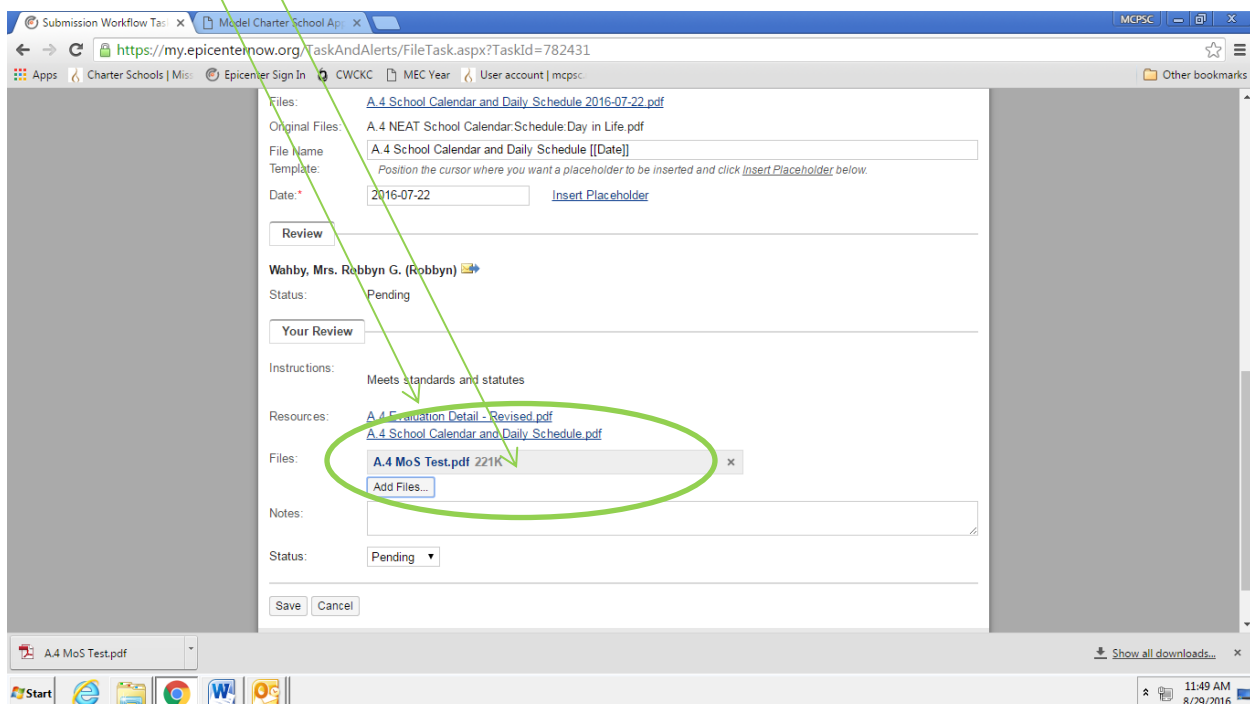
There is a **note** section below the files. If you have a comment for all to see, you may add it in this section. For example, you may say "Applicant uploaded the wrong section." Please do not add your review to this section.

COMPLETING YOUR SUBMISSION REVIEW

To complete your submission review, after you have uploaded your evaluation filed**, click on the status button** and change your review stated from Pending to Reviewed. **Then hit Save**. Your evaluation will be sent to Commission staff and removed from your task queue.

FINDING SUBMISSIONS FOR ONE SCHOOL

If you want to find the submissions for one school, and do not want to click on tasks, you can open up the submissions through School Center or Document Center. Once you have signed on you will see this screen.

HINT: You can always get back to this screen by clicking on the work Home.

To search for the submissions still open (not reviewed), by school, start by clicking on **School Center.**
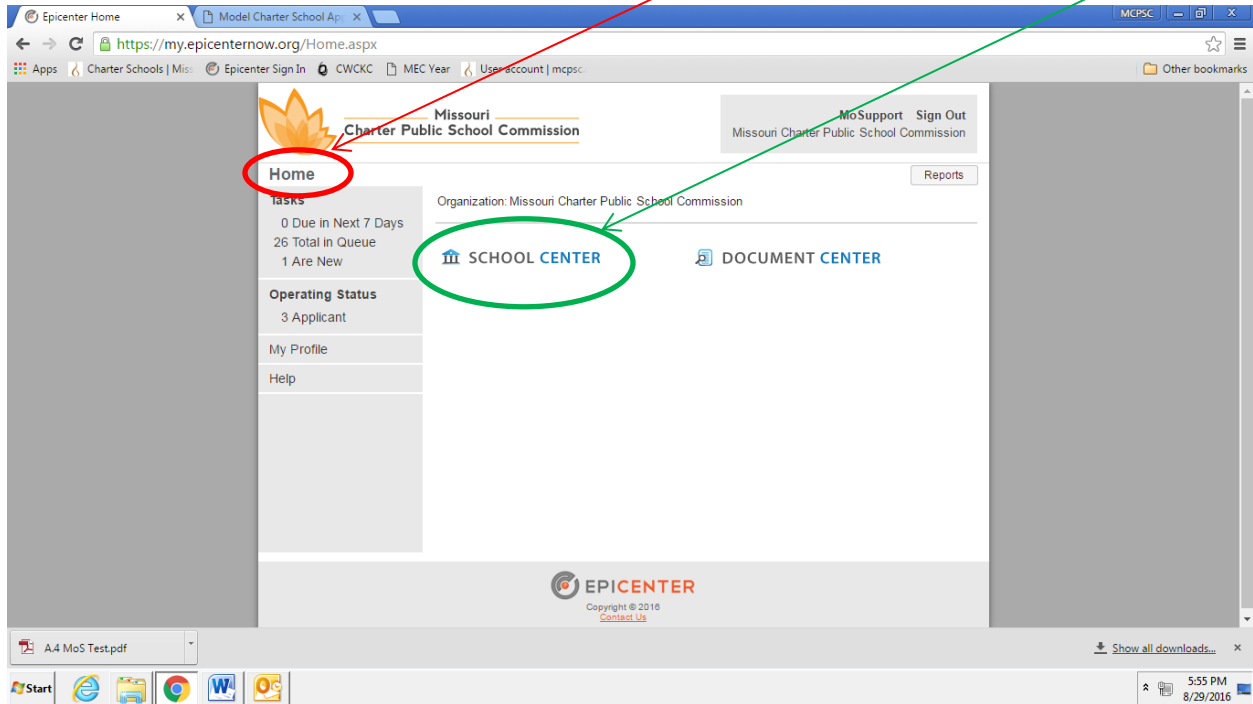
Click on the name of the **school** …

Click on the **Submission** tab….(this will take a minute, so be patient.)

Click on **Advance Search**

Click on **Search Now**….
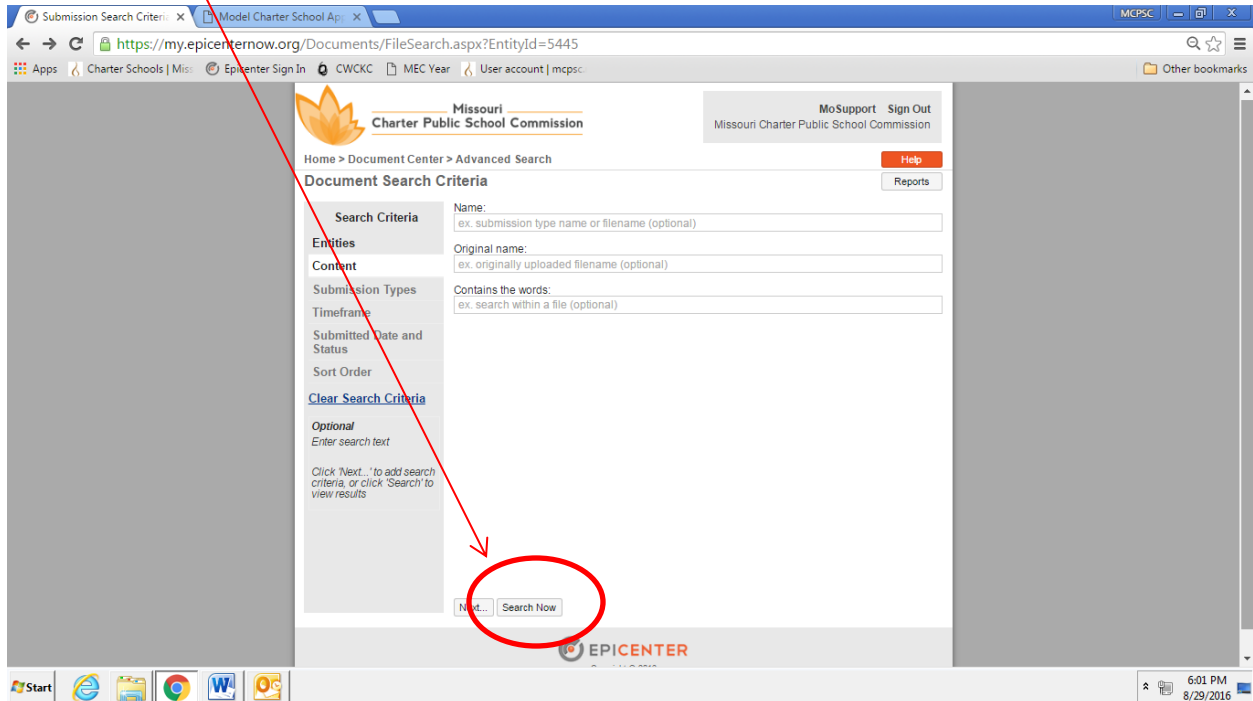
Now you have a list of the documents to be reviewed for this school. Simply click on the submission you wish to review by clicking on one of the **Submission** links.

FINDING SUBMISSIONS USING DOCUMENTS CENTER

Returning to the Home page, click on **Document Center**.
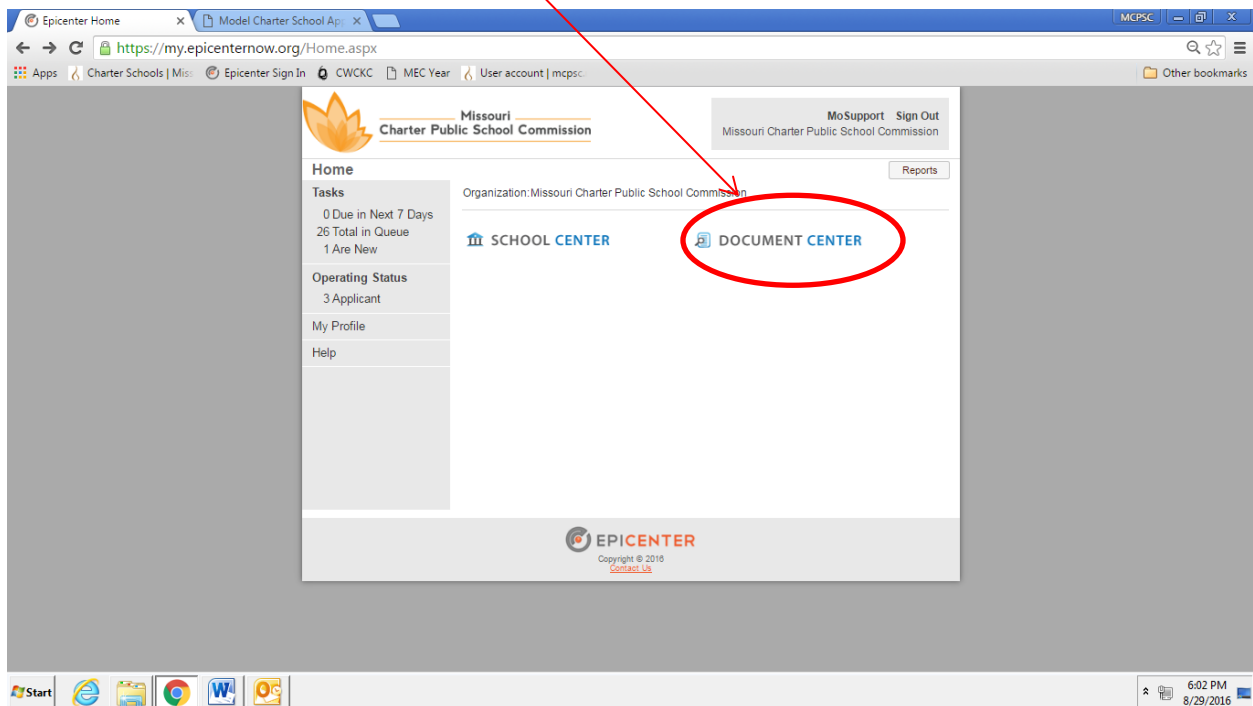
Then click on **Advance Search...**
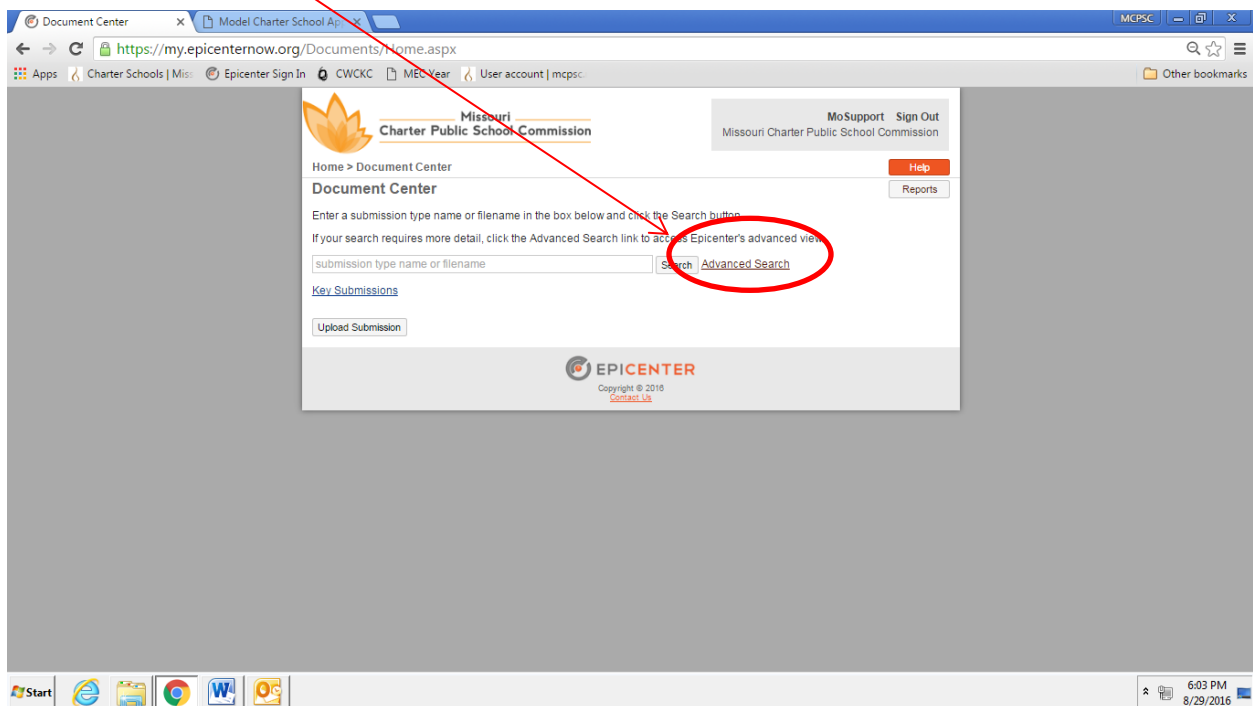
Then expand the menu tree by clicking on the **+....**
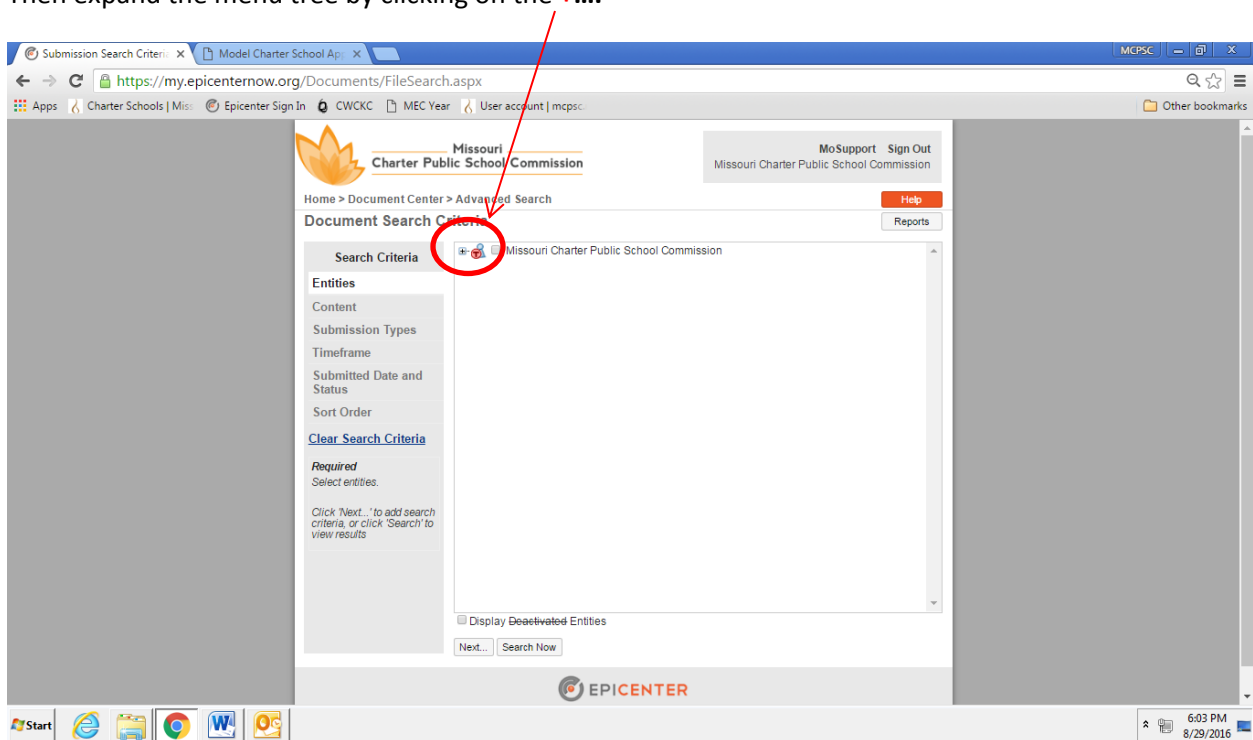
Click on the **box** in front of the name(s) of the school(s) you are interested in. You can also click the box in front of the Missouri Charter Public School Commission and get all schools, or the box in front of Schools to get them all. Once you have made your selection, click the **Search Now** button.
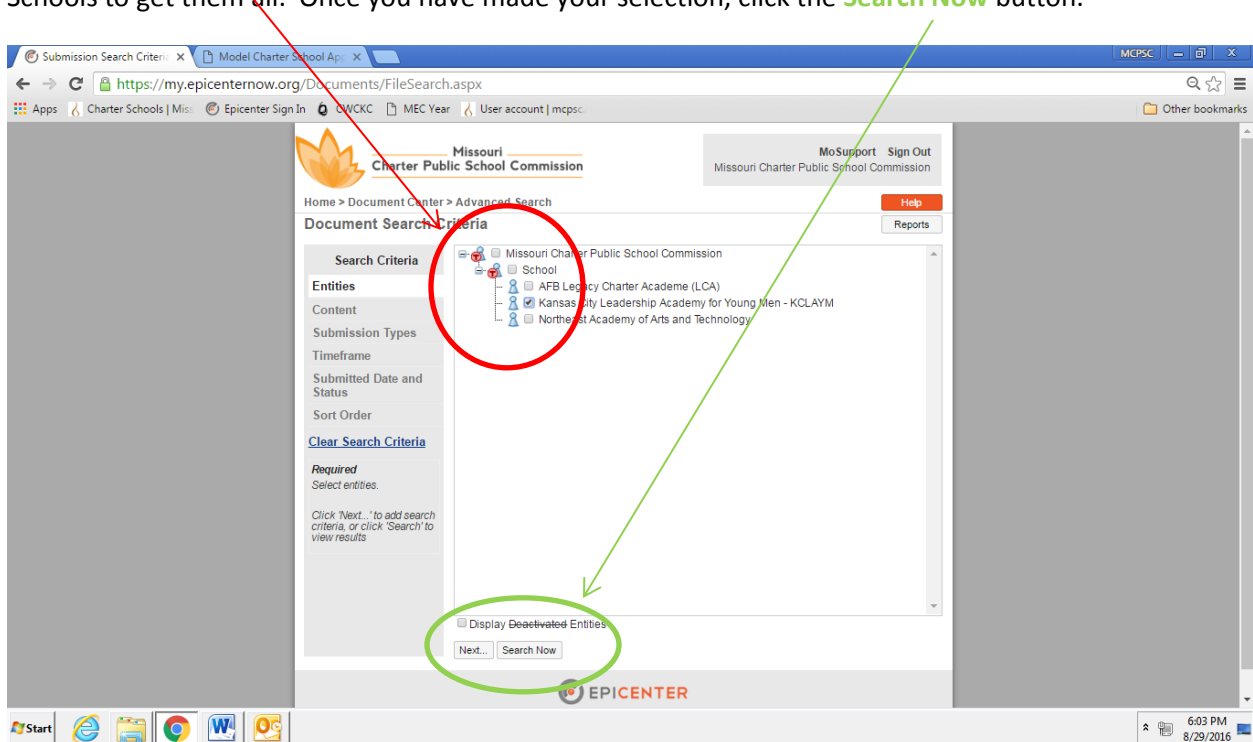
You now can click on any of the submissions you want to download by clicking on the **submission**.

If you want them all, click on **Entity,** which will check all the boxes for the entire school. Then click Download Selected Files.